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MEMORANDUM FOR: Acting Deputy Director for Administration  
 FROM: James H. McDonald  
 Director of Logistics  
 SUBJECT: Impact of Hiring Freeze on the Office of  
 Logistics

1. The current hiring freeze will exacerbate some long-standing staffing problems in the Office of Logistics. Of particular concern is the shortage of engineers, couriers, and logistics/supply officers. For example, in our Real Estate and Construction Division we are authorized [ ] engineers/architects and technicians; we are 7 below strength. This doesn't include our 5 new external requirements to fill positions in OC, NPIC, OSO. [ ]

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Agency direct contracting are imposing an extraordinary work load on our presently understaffed engineering resources. Ongoing strategic planning initiatives to enter into a major building consolidation program at Headquarters, to undertake maintenance and operations function from GSA, and to provide more effective engineering support to the field will require even more engineering and technical resources. As a minimum, we need 7 engineers/technicians just to continue to meet current needs, needs that are primarily in support of important operations. [ ]

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2. The courier situation is one that we have brought to the attention of the Director of Personnel Policy, Planning, and Management on several occasions. The attrition rate is such that we can never get up to full strength. We generally hover just around the critical level of [ ]. To provide an idea of the problem we have with couriers, we entered on duty approximately 27 during CY-80, and we still aren't at strength. We are authorized [ ] personnel, currently have on duty [ ] and will be at [ ] (critical) by

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WARNING NOTICE  
 INTELLIGENCE SOURCES  
 AND METHODS INVOLVED

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the end of February when 5 scheduled transfers to other offices are effected. Our couriers support over 90 internal and external mail runs serving 683 delivery/pickup points. They carry all kinds of classified material, including Top Secret and Codeword, which requires that two persons accompany such material [redacted]. Courier services range from routine internal pickup/delivery to external service to [redacted] 25X1 to the Capitol to pick up the Congressional Calendar for OLC, to the [redacted] 25X1 etc. Attachment A is a 29 June 1980 memorandum from the Chief, Logistics Services Division, showing the 25 additional courier requirements added between June 1977 and June 1980. Without new couriers entering on duty, we would not be able to continue all essential services. [redacted] 25X1

3. The problem in the logistics/supply officer area is one that has developed during the past year. We have had a large number of "supply" retirements (18 for FY-80, 5 for FY-81) plus a large number of new requirements, including several to meet operational needs in the Near East Division/DDO and several in the [redacted] 25X1

[redacted] We currently have pending requests from [redacted] 25X1 OTS, OC, Combined Support Staff/DDO, and OTE. [redacted]

4. Attachment B is a list of new requirements levied on this Office in the past 12 months. In addition to the problem of providing personnel to fill these permanent positions, there has been a tremendous increase in the TDY requirements for engineers and supply officers. At present we have a 10-person supply team overseas for 8-10 weeks to support the Near East Division. Several months ago we had to send a 3-person supply team overseas for OTS and one supply officer to NE/Foreign Field for 3 or 4 months. We have current requirements for TDY supply assistance in NE/Foreign Field and at OTE and CTS Headquarters. We have continuing requirements for TDY engineering assistance. Currently, there are 2 engineers on a 6-week overseas TDY and 4 additional requirements are pending for 5 people overseas. In the past 12 months we have had 14 overseas requirements involving a total of 20 people. There also have been numerous domestic TDYs. [redacted] 25X1

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5. We currently have 8 engineers and 5 supply officer trainees whom we have submitted to OPPPM to put in process. It has taken much persuasion, salary negotiation, and overall recruitment effort to get these applicants. The recent hiring freeze devastates many months of effort to hire time-perishable assets. If we cease hiring and have to start over again, it will be at least a year before we can expect to actually enter on duty anyone in a "hard-to-get category," such as engineers. We, therefore, request an exception to the hiring freeze for engineers/architects/ technicians, couriers, and logistics officer trainees.

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*jor* JAMES H. McDONALD

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27 JUN 1980

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MEMORANDUM FOR: Director of Logistics  
 ATTENTION: Chief, Personnel and Training Staff, OL  
 FROM: [REDACTED] Chief, Logistics Services Division, OL  
 SUBJECT: Staffing of the Mail and Courier Branch

Mr. McDonald,

1. The following is provided for your information with respect to the staffing problems in the Mail and Courier Branch (M&CB).

a. In September 1977, fifteen additional courier positions were requested in order that we be in compliance with the provisions of [REDACTED] which requires that codeword and/or top secret material be transported/accompanied by two persons. Positions were requested as follows: Seven -- one for NPIC; three for 24 hour cable shift; one for [REDACTED] one for Executive Registry specials; [REDACTED] and one for Defense Mapping Agency, Office of SIGINT Operations, [REDACTED] Four to satisfy a requirement for timely delivery of codeword material to [REDACTED] and four, as a minimum, to handle special runs and requirements.

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b. Since the approval was received to exceed our ceiling by fifteen positions, the M&CB has received the following additional requirements --

DATE	REQUESTOR	REQUIREMENT
28 June 1977	C/SS/OL	[REDACTED]

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<u>DATE</u>	<u>REQUESTOR</u>	<u>REQUIREMENT</u>
6 Sept 1977	C/OTS/LOG	Establish 3 courier runs daily to the [redacted] 25X1
7 Nov 1977	CIA Operations Center	Special pick-up of Washington Post at the main gate of Rt. 123 between 0230-0300 daily and deliver to OPS Center 7F33 Hqs.
18 Jan 1978	C/Phy Sec Div, OS	Courier service to Science & Technology Policy (OSTP) room 476, Old Executive Bldg., 17th and Penn Avenue.
30 Nov 1977	OTS Support Staff	Expand courier service to [redacted] from 25X1 3 days to 5 days 25X1 weekly.
24 March 1978		[redacted] 25X1
16 March 1978	C/P&PD/OL	[redacted]
		and P&PD approximate 1500 hours twice a week and 1000 hours twice a week.
6 April 1978	C/Admin Staff, ODP	Special pick-up 0730 daily from Room GC-03

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<u>DATE</u>	<u>REQUESTOR</u>	<u>REQUIREMENT</u>
10 April 1978	Herbert Hetw, PA Staff	Special pick-up from room 1F12 and 1F06 at 1530 hours.
12 June 1978		Courier from OGC to certain offices in the Justice Department. 25X1
11 July 1978	C/SE Division	
13 Sept 1978	C/Admin Staff	1600 hour pick-up from room 1005 Key to Hqs. 25X1
6 Oct 1978	C/P&PD/OL	Additional gray box delivered from P&PD to GJ56 and return at 1600 hours.
20 Oct 1978	Security Survey Recommendation	Establish a control center for all courier receipts TOP SECRET as above. Two (2) people required. 25X1
20 Nov 1978		
18 Dec 1978	Chief, CD/SAB	Special courier on Mondays. Delivers microfilm from P&PD to Systems Admin Branch, room 702 Key Building.
12 Mar 1979		25X1

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SUBJECT: Staffing of the Mail and Courier Branch

<u>DATE</u>	<u>REQUESTOR</u>	<u>REQUIREMENT</u>	
29 June 1979	Office of Development and Engineering	Twice weekly delivery	25X1
16 July 1979	Office of Special Operations	Twice weekly service	25X1
19 July 1979	Office of Legislative Counsel	Daily pick-up Congressional Calendar Room H226 and S221 Capitol Building.	
19 Sept 1979	Office of Technical Service	Three daily deliveries Room 1D-0420 OTS/TSOC	
20 Nov 1979	Office of Finance/ADL	Weekly service from 50 Key Building to Pentag (2 locations) and retu to 503 Key (each Thurs day).	
4 Dec 1979	Office of Finance/CD	Bi-weekly service be- tween 6E-29 Hdq's to 702 Key Building - (three runs) T&A's.	
12 Feb 1980	Office of Economic Research	Special Delivery of International Energy Weekly Review to EOB, State, Treasury (Thursday).	25X1
21 Mar 1980	Deputy Director	Daily service to	25X1

SUBJECT: Staffing of the Mail and Courier Branch

<u>DATE</u>	<u>REQUESTOR</u>	<u>REQUIREMENT</u>
24 Mar 1980	DDO	Service three times daily to SG/ADB Room GB-0704.

c. A run for Executive Registry requires two persons because of security and parking problems when making deliveries to the White House, Community Headquarters and Justice. The following runs require two persons due to volume - Cable Run (0630-1500), Cable Run and Airport (1500-2330), Early NID Run (0600-1730), Early OEL Run (0630-1500), Record Center. State Pouch, [REDACTED] Rosslyn Shuttle,

DDGE Run, Cafritz

Run, City Run, Pentagon, Postai and NPIC. In addition, two persons are required for the following runs based only on security - Cable Run (2315-0745) and Executive Registry (1500-2300). Total requirement is for 40 persons. Exception to the two man security rule will not provide any relief.

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d. In order to maintain the correct level of service, we require on board each day -- [REDACTED] persons for external, [REDACTED] persons for internal, [REDACTED] supervisors, [REDACTED] sorters, and [REDACTED] codeword clerks for a total of [REDACTED]. This figure does not take into account -- specials, scheduled leave, sick leave, training or unscheduled leave.

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e. During the last six months, we have averaged [REDACTED] persons slotted against a T/O of [REDACTED] but only [REDACTED] persons actually on board each day. For June, through the 25th, we have averaged [REDACTED] persons on board. This type of situation has required overtime in order to maintain the current level of service. In FY 1979, M&C worked 14,030 hours of overtime and 9443 hours through May of FY 1980. In addition, we have had supervisors going on external runs, sorting mail, operating the x-ray and assisting in codeword control.

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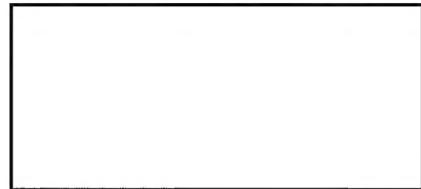
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SUBJECT: Staffing of the Mail and Courier Branch

f. We continue to make periodic reviews of requirements and make consolidations wherever possible. However, where some areas may appear to be vulnerable, either executive interest or insistence on maintaining the current level of service has precluded us from taking action.

2. Some of the information contained herein may be difficult to follow for anyone not working with the problem on a day-to-day basis. For instance, specials are discussed a number of times and could lead one to draw the conclusion that we have requested too many positions for specials. However, the specials mentioned in paragraph 1(a) were absorbed in order to respond to the additional requirements discussed in paragraph 1(b). Hence, the comment in paragraph 1(d) with respect to specials. I will be glad to discuss this memorandum with you and/or the C/P&TS/OL.



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